SECTION 01569
SAFETY AND SECURITY CERTIFICATION

***Note: While the following format can be modified as needed, the specific language shall be utilized for all project and contract types and shall not be modified unless previously approved by MBTA Safety.*

1.1 DESCRIPTION

A. This Section specifies MBTA Project Safety and Security Certification (SSC) program requirements for Consultants and Contractors during a typical project life cycle's design, construction/installation, testing, and pre-revenue/start-up phases. The projects specific SSC requirements will be dictated by the SSC Project Assessment Form provided by the MBTA.

B. Per Federal guidance, these activities are required before allowing the agency to commence revenue service or occupancy of stations, facilities, parking lots, rail platforms, rolling stock, and operating new and upgraded systems.

C. As part of this project's SSC process, the Consultant and Contractor shall comply with and implement this certification process to ensure adherence to MBTA's safety goals.

1.2 REFERENCES

A. FTA Handbook for Transit Safety & Security Certification (2002)

B. APTA Recommended Practice - Safety and Security Certification (2024)

C. FTA Guideline 5800.1: Safety and Security Management Guide for Major Capital Projects Safety and Security Management Plan (SSMP)

D. 49 CFR Part 633: Project Management Oversight (PMO)

E. MBTA Transit Safety Plan (latest version)

F. MassDOT / MBTA Railroad System Safety Program Plan (SSPP) (latest version)

G. MBTA Safety and Security Certification Program Plan (SSCPP) (latest version)

H. MBTA System Security Emergency Plan (SSEP) (lasted version), Security Sensitive Information (SSI) document with limited access

1.3 GENERAL SUMMARY

A. The Contractor is responsible for supporting MBTA's SSC Program as outlined in the SSCPP. The SSC program's purpose is to ensure that:

1. The construction/installation, testing, and commissioning of all critical safety and security elements (civil, facilities, structural, equipment procurements, and systems) have been verified to conform to safety and security requirements and to verify their readiness for operational use.

2. MBTA rail, bus, facilities, structures, and systems are operationally safe and secure for customers, employees, Consultants, Contractors, and the general public.

3. Establish and utilize a management system to execute the Safety and Security Certification Program.

4. A common ground of understanding is established among key project team members regarding specific responsibilities and the execution of the SSC program.

B. The overall SSC objectives are to achieve acceptable risk levels through systematic hazard analysis and management approach, criteria adherence, design, construction/installation and testing certification and review, and formal contract acceptance. These objectives are to conform to all Federal and Commonwealth of Massachusetts requirements through documentation and verification that:

1. System safety hazards are identified, assessed, and mitigated to acceptable and manageable risk levels.

2. Security vulnerabilities are identified, assessed, and documented action is taken to resolve identified unwarranted security risks.

3. Appropriate codes, guidelines, and standards have been reviewed to provide a basis for safety and security considerations in the final design documents.

4. Facilities, systems, and equipment have been designed, constructed, inspected, and tested per applicable codes and standards.

C. The Contractor shall attend MBTA SSC training at the earliest opportunity.

D. The Contractor shall attend all Safety Management Working Group (SMWG) meetings for the project.

E. The Contractor shall provide the SMWG access to all design, construction/installation, and testing submittals via the project document management software system for the SSC Certifiable Items List (CIL) verification process.

F. The Consultant and Contractor shall annotate the Means of Verification (MOV) on the CILs where the safety/security and emergency management design criteria and construction/installation and testing reports submittals are located for verification purposes.

G. The Contractor shall verify and provide supporting documentation for the items listed within the CIL throughout the construction/installation, testing, system integration, and pre-revenue stages of the project to ensure compliance with the identified safety and security requirements.

H. During the CIL verification process, the Contractor shall provide updated CILs at least every 30 days, or as determined necessary during the SMWG meeting, to account for new means of verification (MOV) annotated on the CILs by the Consultant and/or Contractor. The SMWG meetings provide details on these requirements.

I. For all change orders and RFI's, the affected CILs, PHAs, TVA/SEC, and/or other applicable SSC documents will be reviewed, updated as needed, and submitted to the SMWG for approval to reflect any change that affects safety and security.

1.4 SUBMITTALS

A. Submit the following documents as required by the MBTA Safety and Security Certification Program Plan (latest revision) and the Safety and Security Certification Project Assessment Form for approval by the SMWG:

1. Certifiable Items Lists (CILs) including:

   a. During the CIL verification process, the Consultant and Contractor will provide an updated CIL at least every 30 days or at intervals deemed necessary by the project schedule or SMWG guidance to account for new means of verification (MOV) annotated on the CILs.

2. For all construction/installation and testing change order approvals, the affected CILs, PHAs, TVA/SEC, and/or other applicable SSC documents as indicated in the SSCPP will be reviewed, updated as needed, and submitted to the SMWG for approval to reflect any changes that affect safety and security.

1.5 QUALITY

A. The Contractor's SSC representative shall have SSC knowledge either by completing a recognized SSC training course provided by the Federal Transportation Administration (FTA), Transportation Safety Institute (TSI), or MBTA SSC training. Quality control experience or having SSC exposure on past projects can also apply. To validate this requirement, the minimum qualifications of the contractor SSC representative shall include one or more of the following:

1. FTA/TSI Transit Safety and Security Program (TSSP) Certificate.

2. A training certificate from one of the FTA/TSI SSC training courses is

listed below in paragraph B.

3. A listing of past SSC project experience.

4. Quality Assurance/Quality Control (QA/QC) Manager or equivalent experience.

5. Past MBTA SSC training within the last five (5) years.

B. Preferred qualification: a transit safety professional with the FTA/TSI TSSP certificate or who has attended an FTA/TSI SSC-related training course from one of the following courses:

1. TSI, FT00551-V, Safety, Security, and Emergency Management Considerations for Capital Improvements Projects

2. TSI, FT00538, Transit System Safety and Security Design Review

3. TSI, FT00543-V, Rail System Safety

4. TSI, FT00433-V, Transit Bus System Safety

5. TSI, FT00432, Transit System Security

1.6 SAFETY AND SECURITY CERTIFICATION PROCESS

A. The MBTA Project Manager, Consultant Project Manager, Contractor Project Manager, and designated SSC representatives will participate in the MBTA SSC Program per the SSCPP (section 3.0 Safety and Security Certification Process) for the contract duration. They will manage and implement the following SSC 10-steps:

Step 1 Identify Certifiable Elements
Step 2 Develop Safety and Security Design Criteria
Step 3 Develop and Complete Design Criteria Conformance Checklist
Step 4 Perform Construction Specification Conformance
Step 5 Identify Additional Safety and Security Test Requirements
Step 6 Perform Testing and Validation
Step 7 Manage Integrated Tests
Step 8 Manage "Open Items"
Step 9 Verify Operational Readiness
Step 10 Conduct Final Determination of Project Readiness and Issue Safety and Security Certification.

B. MBTA Safety will provide oversight implementation guidance and verify compliance with all SSC requirements outlined in the SSCPP section 2.0 Roles and Responsibilities.

C. MBTA PMs shall manage and oversee compliance with the project SSC program and follow the responsibilities outlined in the SSCPP Section 2.0

Roles and Responsibilities.

D. Consultant and Contractor Project Managers and their SSC representatives shall follow the following general responsibilities and the more comprehensive duties outlined in the SSCPP section 2.0 Roles and Responsibilities

1. Actively support and participate in the Project SSC Program process as outlined in SSCPP and attend the project SMWG meetings.

2. Attend the MBTA SSC training session at the earliest possible opportunity.

3. Ensure all SSC-related submittals noted in paragraph 1.4 above are submitted, reviewed, and validated by the SMWG approved before final submittal approval.

4. Provide MBTA Safety access to all design, construction/installation, and testing submittals via the project document management software system for the SSC CIL verification process.

5. Annotates the Means of Verification (MOV) on the CIL checklists where the safety/security and emergency management design criteria and construction/installation and testing reports submittals are located for verification purposes.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

3.1 SSC PROGRAM REPRESENTATIVE

A. The Contractor shall appoint an SSC Project Representative with the qualifications noted in Section 1.5 of this specification to lead and coordinate the SSC process and activities.

3.2 SSC TRAINING PROGRAM

A. MBTA, Consultant, and Contractor PMs and support staff must attend the MBTA SSC training program within 60 days after NTP is given to reinforce SSCPP requirements and solidify SSC responsibilities.

3.3 SAFETY MANAGEMENT WORKING GROUP (SMWG)

A. SMWG meetings are established by MBTA Safety and held monthly or as

needed once the project NTP is issued. Once the project kick-off meeting occurs, the first SMWG meeting is scheduled within two (2) weeks.

B. General guidance, attendees, and SMWG responsibilities and activities are found in the SSCPP section 2.0, “Roles and Responsibilities.”

3.4 SSC DOCUMENT CONFIGURATION MANAGEMENT

A. Prepare, update, and complete all submittal document requirements as listed in paragraph 1.4 throughout the performance of the contract.

B. Utilize the SSC documentation configuration management folder in MBTA’s project management information system (i.e. e-Builder). The SSC documents shall be consolidated and integrated as part of the Safety and Security Certification Verification Report (SSCVR) and provided by the noted responsible party. See Section 7.0 of the SSCPP for a listing of required documentation and responsible party.

PART 4 - MEASUREMENT AND PAYMENT

4.1 MEASUREMENT AND PAYMENT

A. No separate measurement and payment will be made for work required under this section. All costs in connection therein shall be considered therewith shall be considered incidental to the item or items of work to which they pertain.